Dear Petra,

As you know I am organising your 18th birthday party as my research project. In order for me to do this while making it an even for you to remember and enjoy, there are some questions that I would like to ask you to let me know how I can plan this party effectively.

I had hoped to have a discussion with you in person but our schedules seem to clash quite frequently so I thought this would be more effective.

If you could talk with your parents and answer these questions with them present, it would be appreciated because they need to be involved in the planning process as well.

What is the maximum amount of money you want to spend on your party?

What date do you want the party to be?

How many people are you thinking of inviting? *(Attach guest list or send to me ASAP)*

Do you want a themed party? *(If yes, what theme?)*

Will it be at your house or do you need to hire a venue?

Will you supply your own music, have a live band or hire a DJ?

If you are supplying food, will you make and bring it yourself, require a catering company or if it’s at a venue, will you go through their meal options?

If at a venue: Will you have a tab on the bar or will people purchase their own drinks?

Are you going to have a picture slide show or photo board? (*If you want a slide show and are having your party at a venue, I need to verify that there is a projector option.)*

**After the party:**

Are you planning on going into town?

How many people will go with you to town afterwards? (Remember, they too need to be 18)

**If there is any additional information you want to include to guide my planning further, feel free to add it below. Also, if there are any questions you have for me, feel free to add them and I will get back to you as soon as I can.**

Thanks for helping me with the planning process!

- Mel Williams























As Petra’s mother/father I acknowledge that I have approved and discussed the questions/comments in this letter. Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_/\_\_/\_\_